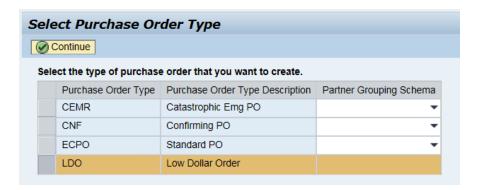
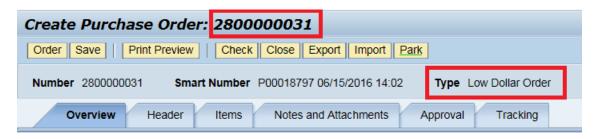
How To Create Low Dollar Order

A **Low Dollar Order (LDO)** is created in SRM in the same manner as a standard purchase order with a couple of exceptions.

The Purchase Order type is "LDO" for Low Dollar Orders. Select "LDO" as the type of purchase order to be created and click "Continue".



The Create Purchase Order screen is displayed. The purchase order number range for an LDO order type will be 28XXXXXXXXX. Purchase orders that begin with a "28" are easily identified as an LDO.



Process the order as normal by adding a Supplier, location, line item information, account assignment details, etc. Click the "Check" button and clear any errors. Once all errors are cleared, click the "Order" button.

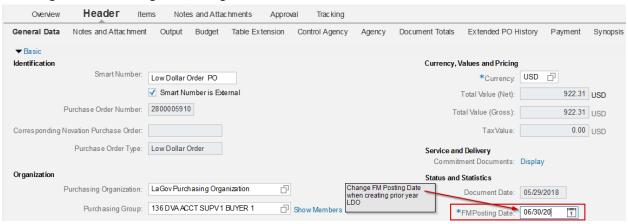
Additional considerations related to an LDO:

- Only a line item type "material" is allowed on an LDO. No service or limit lines can be created.
- LDO order types do not encumber funds. The funds are consumed at the time the invoice is paid.
- If using split accounting, you <u>MUST</u> split by "Value".
- LDO orders will not interface to AFS (for agencies that normally interface purchase orders to AFS). Therefore, buyers will not receive an e-mail with the PO attached.
- LDO order types are limited to \$10,000. (Exception to this limit may be made during Year End processing.)
- If creating a prior year LDO, the FM Posting will need to be changed to 06/30/xx. (Screen caption on page 2)
- A Goods Receipt is not required when LDO is the Purchase Order Type.

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How To Create Low Dollar Order

To change the FM Posting Date, navigate to the Header tab of the PO:



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